

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: LFA Confirmation

We are pleased to confirm that the Letter of Financial Assistance (LFA) issued for [Project/Program Name] has been received and reviewed.

Details of the LFA are as follows:

- ****Amount of Financial Assistance:**** [Amount]
- ****Purpose:**** [Brief description of purpose]
- ****Duration:**** [Time period of assistance]

We appreciate your support in this matter and look forward to a successful collaboration. Should you require any further information or clarification, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Company Website]